



# VOLUNTARY CONTRIBUTOR APPLICATION

This form is to be completed by individuals who are **NOT** mandated by any Jamaican law to contribute to the NHT and who do **NOT** earn an income in Jamaica but wish to make contribution payments.

## SECTION A: GENERAL INFORMATION ABOUT APPLICANT

Please fill in applicable information in the spaces provided.

1. Name:    2. Date of Birth:   
First Name Last Name Middle Name DD/MM/YY

3. Parish of Birth (If applicable):  4. TRN:  5. NIS #:

6. Home Address:   
 Parish/State/Province:  Country:  Zip Code (If applicable):

7. Mailing Address (If different from above):

8. Telephone Number: ( )  ( )  ( )   
Home Cellular Work

9. Email Address:  10. Occupation:

11. Declared Monthly Income (In relevant currency):

## SECTION B: REQUIRED DOCUMENTS AND INFORMATION

Please check (✓) ALL the appropriate boxes. The information and documentary evidence you provide will assist the NHT in processing your application without any delays.

- National Insurance Card (NIS)
- Taxpayer Registration Number (TRN)
- Valid Identification (Passport, National Identification or Driver's Licence)
- Proof of Initial Monthly Payment (3% of Declared Monthly Income)
- Proof of Age (Birth Certificate or Passport)
- Proof of Overseas Residence (Permanent Resident Card, Indefinite Card, Passport for Country of Residence, or Work Permit)

## SECTION C: SOURCE OF FUNDS

Please check (✓) the appropriate box. Voluntary Contributors are required to update their income information annually (by anniversary of registration date).

- Income from Employment
- Proceeds from Pension
- Income from Self-employment
- Proceeds from Insurance
- Other (please specify):

**Note: You may provide any of the following documents to verify your income:**  
Job Letter, Pay Advice, Contract Letter, Letter Detailing Pension or Insurance Payment.

Client's Signature:

Date:   
DD/MM/YY

### PLEASE NOTE:

- A. The NHT reserves the right **NOT** to process this application where these requirements are not met.
- B. Representatives (i.e. persons acting on someone's behalf) **MUST** present a valid identification and a letter of authorization signed by a Notary Public/Justice of the Peace.
- C. All photocopied documents submitted **MUST** be signed by a Notary Public/Justice of the Peace.
- D. Voluntary Contributors are eligible to apply for a "Regular" Contributions Refund in the eighth year (**after seven years**) of making a contribution, as per Section 21 of the NHT Act.

### FOR APPOINTMENTS OR QUERIES PLEASE CONTACT THE NHT:

Website: [www.nht.gov.jm](http://www.nht.gov.jm)  
Email: [wecare@nht.gov.jm](mailto:wecare@nht.gov.jm)

Telephone:  
1-876-929-6500-9  
Toll Free Numbers:  
Jamaica: 1-888-225-5648  
U.K.: +44 203 514 8816  
U.S.A./ Canada: +1-800-858-3219

Mailing Address:  
National Housing Trust  
4 Park Boulevard  
Kingston 5  
St. Andrew